

GENERAL DEFINITION OF WORK:

Performs intermediate professional and responsible administrative work planning, supervising and directing system operations functions; does related work as required. Work is performed under general supervision. Supervision exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with planning, directing, administering and participating in program development, analysis and operations; managing information systems, help desk and staff; preparing and maintaining systems, records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals; assists in the recruitment and selection of staff; recommends dismissals.
- Manages departmental help desk system; assigns and prioritizes requests for service; ensures that appropriate action is taken to resolve and satisfy user departments' needs.
- Tracks the progress on major projects; assumes the lead on various projects; participates in meetings and serves as liaison between project members and user departments; assigns tasks to project team members and ensures completion by target date.
- Assists with long and short term planning; assists in establishing goals and objectives; assists in the implementation of new strategies and processes.
- Assists with the development and implementation of department budget; provides historical data and assesses upcoming and future needs.
- Manages data circuit purchases, installation and invoicing.
- Manages IT Preventive HW and SW Maintenance programs and invoicing.
- Performs the duties of department Assistant Director when required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of systems analysis, programming and computer operations in an on-line and batch processing environment; comprehensive knowledge of the functions, and operations of School and County departments; ability to determine departmental and system-wide needs of an information system and formulate an effective program to meet these needs; ability to write clear and concise reports; ability to plan and supervise the work of professional and technical personnel; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with officials, county employees, department heads, associates, vendors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in computer science or related field. With extensive experience in a main frame data processing and networked computer environment including some supervisory experience and a minimum of 5 years management experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check and credit history check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____

Name_____

Signature_____

Date_____

Supervisor_____

Signature_____